



DEPARTMENT OF THE NAVY

NAVAL HOSPITAL

BOX 788250

MARINE CORPS AIR GROUND COMBAT CENTER

TWENTYNINE PALMS, CALIFORNIA 92278-8250

IN REPLY REFER TO:

NAVHOSP29PALMSINST 11240.4B

Code 0104

6 April 1996

NAVAL HOSPITAL TWENTYNINE PALMS INSTRUCTION 11240.4B

From: Commanding Officer

Subj: MANAGEMENT OF ADMINISTRATIVE TRANSPORTATION EQUIPMENT

Ref: (a) NAVFAC P-300
(b) CCO P1630.8A
(c) CCO 6400.1C
(d) CCO P11240.35B
(e) MOU between Center Fire and NavHosp dtd 12Aug94
(f) Driver Standard Operating Procedures(SOP)/
Personal Qualification (PQS)

1. Purpose. To establish procedures for the administrative vehicles used at Naval Hospital Twentynine Palms in accordance with references (a) through (f).

2. Cancellation. NAVHOSP29PALMSINST 11240.4A.

3. Action

a. Commanding Officer shall appoint in writing the Command Vehicle Coordinator.

b. Head, Facilities Management Department shall:

(1) Be responsible for the overall operation of the Transportation Management Division.

(2) Be the direct supervisor for the Command Vehicle Coordinator.

(3) Ensure vehicles are used for OFFICIAL USE ONLY as defined in section 5 of this instruction, references(a) and (d).

(4) Administer the assignment and utilization of transportation equipment in accordance with the operational and mission requirements of this Command, references (a) and (d) through the Command Vehicle Coordinator.

(5) Establish and promulgate standards for operation and general utilization of transportation equipment in accordance with references (a), (f) and this instruction.

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(6) Ensure the timely and appropriate performance of scheduled and non-schedule maintenance services through the Command Vehicle Coordinator in accordance with reference (a).

(7) Maintain current and complete inventory files and records for all transportation equipment assigned to this Command through the Command Vehicle Coordinator in accordance with reference (a).

(8) Report to higher authority on transportation procurement, leasing, replacement, assignment, operations, and reports as required by mission in reference (a).

(9) Coordinate with Command Vehicle Coordinator, Head, Emergency Department and Fire Chief, Combat Center Fire Department or his designated representative for assignment, rotation, preventive maintenance, repair, and refueling of command ambulances according to references (a), (d), and (e).

(10) Assign the Command Vehicle Coordinator as the responsible Officer for Class "B" Garrison Mobile Equipment for the Naval Hospital.

b. Command Vehicle Coordinator shall:

(1) Be responsible to the Head, Facilities Management Department for effective and efficient transportation operations of all automotive equipment in accordance with reference (a).

(2) Ensure vehicles are used for OFFICIAL USE ONLY as defined in section 5 of this instruction, references (a) and (d).

(3) Dispatch all transportation equipment and record dispatch on the Dispatcher's Log, NAVMC 10031 (Rev. 3/74) using the following guidelines:

(a) Vehicles will only be dispatched for OFFICIAL USE ONLY as defined in section 5 of this instruction, references (a) and (d). If a request is received for non-official use, it will be denied and alternate choices recommended.

(b) Priority requests can be called into the Command Vehicle Coordinator on an as needed basis. As much advance notice as possible should be given. Priority requests may ONLY be submitted by the Commanding Officer, Executive Officer, Command Master Chief, Service Directors, Officer-of-the-Day, Patient Administration, Laboratory, Pharmacy, Radiology, and Emergency Medicine Department.

(c) Routine requests will be issued on a first come, first served basis upon availability and mission impact.

(d) Other than Command Vehicles are obtained through the Command Vehicle Coordinator by submitting a request to the MCAGCC Garrison Mobile Equipment Division (GMED) in accordance with reference (d).

(e) Reoccurring and fixed transportation requirements may be requested to the Command Vehicle Coordinator with justification. Assignment of a vehicle to a particular department on a fixed or reoccurring run basis shall be designated in writing by Head, Facilities Management Department. A copy should be kept on file in both the receiving department and vehicle record stored in Facilities Management Department.

(f) Duty Vehicles will be on hand at all times. Consequently, duty vehicles will NOT be dispatched for any reason except on runs assigned by the Officer-of-the-Day or the Commanding Officer for their intended care and daily duty use.

(g) Command Sedan will be used only for the Command Suite. The command sedan is not to be used by the duty crew unless a vehicle is needed in an emergency. This vehicle is not to be dispatched without coordination with the Commanding Officer's driver.

(4) Ensure use of equipment is in accordance with all pertinent instructions and command policies.

(5) Ensure that each operator has in possession a valid U. S. State driver's license. All personnel under the age of 26 years of age must also possess a Driver's Improvement Completion Card. Ensure that each operator has a Government Vehicle Operator's ID Card (OF 346) for the vehicle requiring such certification.

(6) Use the CAMEO computer database to track preventive maintenance, vehicle repairs, and refueling information for all vehicles.

(7) Using CAMEO, provide all monthly, quarterly, and annual vehicle reports as instructions dictate to the Head, Facilities Management Department and higher authority.

(8) Utilizing the operators, ensure vehicles are kept clean internally and externally.

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(9) Maintain current and complete inventory files and records for all transportation equipment assigned to this command.

(10) Coordinate with Duty Driver Watchbill Coordinator for duty driver use of command vehicles.

(11) Report to Head, Facilities Management Department and higher authority on transportation procurement, replacement, leasing, assignment, and operations as required in accordance with all applicable instructions.

(12) Coordinate with Fiscal Department and pertinent instructions for all vehicle refueling receipts.

(13) Ensure that Head, Facilities Management Department is notified of any vehicle accidents, repairs, preventive maintenance, or violations.

(14) Ensure all vehicles have valid DSSC gas cards assigned to them at all times.

(15) Coordinate the proper issuance and usage of Government National Credit Cards.

(16) Coordinate with Head, Facilities Management Department, Head, Emergency Department, and Fire Chief, Center Fire Department or his representative for assignment, rotation, preventive maintenance, repair, and refueling of the command ambulances in accordance with references (a), (d), (e) and (f).

c. Department Heads shall:

(1) Provide the Command Vehicle Coordinator with as much advance notice as possible for vehicle requests.

(2) Be responsible to the Head, Facilities Management department for the safeguarding and proper utilization of all vehicles assigned to their department.

(3) Ensure personnel are fully qualified to operate vehicles per instruction.

(4) Maintain on file an authorization letter from the Head, Facilities Management Department for the "Reoccurring Assignment" of vehicles. (Vehicle assigned on a permanent basis).

(5) Ensure cleanliness of assigned vehicle at all times.

(6) Ensure vehicles are only utilized for mission essential travel and OFFICIAL USE ONLY as defined in section 5 of this instruction and references (a) and (d).

(7) Immediately contact the Command Vehicle Coordinator when vehicles are involved in any type of traffic accident or violation.

d. The Officer of the Day and Mate of the Day shall:

(1) Ensure command vehicles are used for OFFICIAL USE ONLY in support of the direct command mission as prescribed by section 5 of this instruction and references (a) and (d).

(2) Be the ONLY vehicle dispatcher for the duty driver both after hours, weekends, and holidays.

(3) Immediately report any vehicle discrepancies to the Command Vehicle Coordinator.

(4) Ensure that vehicles are cleaned by the duty driver after each use.

e. Vehicle Operators shall:

(1) Have been briefed by Command Vehicle Coordinator BEFORE use of command vehicles. Duty Drivers will check-in and be briefed by the Command Vehicle Coordinator upon assignment to the Duty Driver Watchbill.

(2) Operate assigned vehicle utilizing guidelines as set forth in reference (f).

5. OFFICIAL USE. Official use of government owned, leased or rented motor vehicles is restricted to transportation that is essential to the successful operation of any activity the Navy is authorized to conduct in order that official duties requiring transportation can be effectively performed in a timely manner. Whether authorized on a full time or trip basis, this explicitly precludes the use of tactical and commercial-design government vehicles for travel to and from places of domicile, work, commissaries, exchanges, clubs, messes, recreation areas, etc., unless such travel is DIRECTLY related to the actual performance of duty in direct support of this command's mission. This restriction further prohibits the use of government vehicles for personal use to include private business, personal social engagements of the service members concerned, family members, and others. Additionally, appropriated funds or revolving funds may

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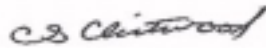
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not be expended for the maintenance or operation of any Navy owned, leased, or rented motor vehicle not used exclusively for official purposes.

6. Temporary Additional Duty (TAD). Use of government vehicles for Temporary Additional Duty (TAD) is allowed upon authorization from the TAD Desk. Use of POV or rental vehicles is the preferred method of transportation over government vehicles. Command government vehicles are for the command mission. Therefore, TAD travelers must make back-up plans if scheduled vehicle becomes unavailable.

7. Applicability. This instruction is applicable to all personnel aboard Naval Hospital, Twentynine Palms, California.

8. Forms. DD Form 1970, Motor Equipment Utilization Record; and SF 91, Operator's Report of Motor Vehicle Accident can be obtained through Central Files.



C. S. CHITWOOD

Distribution:
List A